

**Mission:**

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



**Ron DeSantis**  
Governor

**Scott A. Rivkees, MD**  
State Surgeon General

**Vision:** To be the Healthiest State in the Nation

## COVID-19 Vaccine Transfer Process

### Transfer Responsibilities for Recipients

Prior to any transfer of COVID-19 vaccines between providers, all COVID-19 vaccine transfers require approval from the Florida Vaccines for Children and Adults (VFC/VFA) Program.



### Transfer Requirements

Any COVID-19 vaccine provider must meet the following requirements in order to receive a transfer:

- Must be fully enrolled in [Florida State Health Online Tracking System \(SHOTS\)](#)
- Must be enrolled in the [VFC/VFA](#) Program
- Must be enrolled in the [CDC COVID-19 Vaccine Program](#)
- Must have completed sections A and B of the "[CDC COVID-19 Vaccination Program Provider Agreement](#)"



### If All Requirements Are Met

#### **Apply for Transfer**

All documents and transfer requests must be signed by both the redistributing provider and the receiving provider and submitted to [FloridaVFC@flhealth.gov](mailto:FloridaVFC@flhealth.gov) no less than 24 hours before the expected transfer.

- For all transfers, both the transferring and the receiving vaccine providers will submit to [FloridaVFC@flhealth.gov](mailto:FloridaVFC@flhealth.gov) a completed Florida SHOTS Vaccine Transfer form (09/15) (available through the provider's Florida SHOTS account at <http://www.flshotsusers.com/>).
- Any distribution outside of the provider's organization, the transferring vaccine provider must submit to the Florida Department of Health the "[CDC Supplemental COVID-19 Vaccine Redistribution Agreement](#)" (09/29/20).

This short guide will give you step-by-step instructions on how to transfer your site's inventory:  
[http://flshotsusers.com/sites/default/files/FLSHOTSVaccineInventoryManual\\_V1.2.pdf](http://flshotsusers.com/sites/default/files/FLSHOTSVaccineInventoryManual_V1.2.pdf)

#### **Wait for Approval**

Once you have received approval from the Florida Department of Health, you may complete the transfer of COVID-19 vaccine.



### If Any Requirement Is Not Met



Any facility wishing to receive a transfer of COVID-19 vaccine must meet the requirements above in accordance with Emergency Rule [64DER20-44](#), *Florida Administrative Code* (F.A.C.).

### Additional Resources

- [Florida SHOTS](#)
- Vaccine Reporting Requirements, Emergency Rule [64DER20-43](#), F.A.C.
- COVID-19 Vaccine Redistribution Requirements, Emergency Rule [64DER20-44](#), F.A.C.
- [Other Information](#)

### Contact Information

- For transfer questions or technical support email [FloridaVFC@flhealth.gov](mailto:FloridaVFC@flhealth.gov) or call 877-888-7468 select Option 1
- For general COVID-19 questions email [COVID-19@flhealth.gov](mailto:COVID-19@flhealth.gov) or call 1-866-779-6121

Version 1.0, January 8, 2021